

Department of Planning & Building Inspection  
P.O. Box 530  
Downieville, CA 95936  
(530) 289-3251  
Fax (530) 289-2828  
Email: [planning@sierracounty.ca.gov](mailto:planning@sierracounty.ca.gov)



## BOUNDARY / LOT LINE ADJUSTMENT

### APPLICATION

[ref. Sierra County Subdivision Code Chapter 23.04]

APPLICANT: \_\_\_\_\_

*[NOTE: This will be the principal contact for all communications, requests for information, notifications, etc.]*

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

ASSESSOR PARCEL NUMBERS OF ALTERED PARCELS: \_\_\_\_\_

\_\_\_\_\_

ALL PROPERTY OWNERS (if different from "Applicant"): \_\_\_\_\_

\_\_\_\_\_

MAP PREPARER: \_\_\_\_\_ CA Lic. #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

BRIEFLY STATE THE REASONS FOR THIS APPLICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION CHECKLIST** (ref. SCC §23.04.002)

\_\_\_\_\_ Completed Application form

\_\_\_\_\_ Completed "Preliminary Environmental Questionnaire"

\_\_\_\_\_ Initial review fee: \$100.00 *[Project fee to be determined]*

\_\_\_\_\_ One (1) copy of Sierra County's "Indemnification Agreement". It must be returned with original signatures by all owners having a vested ownership interest in the affected properties. Photocopies, faxes or electronic/scanned images will not be accepted.

\_\_\_\_\_ Two (2) copies of a Preliminary Title Report for all the properties altered by the proposed adjustment. The title reports shall name the current record owners and shall not be more than six (6) months old.

\_\_\_\_\_ A legal description for each resulting parcel proposed by the application.

\_\_\_\_\_ TWO Maps must be submitted, full size and to scale; otherwise identical, showing "existing" and "proposed" Zoning Districts and General Plan land use designations, including zoning overlays or combining districts (if applicable) and General Plan "Community Core/Community Influence Areas" and Special Treatment Areas (if applicable). In addition, maps may be submitted in reproducible electronic format.

*The Lot Line Adjustment Map shall show all of the following information [compliance checklist]:*

\_\_\_\_\_ Boundary lines, dimensions, and approximate areas of the original parcels and the adjusted parcels.

\_\_\_\_\_ Locations and dimensions of each existing structure, including out buildings, proposed building sites, approximate distance between structures, and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.

\_\_\_\_\_ Names, locations, and widths of all existing streets and roads on or bounding the original parcel and all new access routes being proposed.

\_\_\_\_\_ Locations and dimensions of all existing and proposed easements, utility lines, right-of-ways, and underground structures of any kind.

\_\_\_\_\_ Approximate slope of the land.

\_\_\_\_\_ Scale of map (standard engineering scale), north arrow, and vicinity map.

\_\_\_\_\_ Location of existing and proposed domestic water supplies and location of existing and proposed septic tanks and leach fields for all lots affected by the adjustment.

\_\_\_\_\_ Approximate location of all watercourses, drainage channels, drainage structures, and springs.

\_\_\_\_\_ Approximate locations of all high water lines of lakes, reservoirs, streams, and rivers (including FEMA floodplain information if available).

\_\_\_\_\_ Date of preparation of map.

\_\_\_\_\_ Assessor's parcel numbers and Book and Page Number from the Official Records for all existing deeds on all parcels affected by the adjustment.

\_\_\_\_\_ Name, address, and telephone number of the applicant, of the person who prepared the map, and of all parties having any record interest in the real property shown on the map.

\_\_\_\_\_ A certificate either executed on the face of the map or provided separately with the application materials, but clearly referencing the proposed project, which is prepared according to the standards of Government Code §66436 signed and acknowledged by all parties having any record title interest in the real property proposed to be adjusted, consenting to the application.

\_\_\_\_\_ The following statements shall be provided on the Lot Line Adjustment map to allow for the proper execution by such responsible agencies:

**TAX COLLECTOR'S STATEMENT**

I, \_\_\_\_\_, Tax Collector of the County of Sierra, State of California, do hereby certify that there are no liens against the parcels as shown hereon, for unpaid property taxes or special assessments not yet payable. Estimated taxes or special assessments which are lien but not yet payable have been deposited with the Tax Collector. This statement is valid through \_\_\_\_\_.

\_\_\_\_\_  
Sierra County Tax Collector  
Date: \_\_\_\_\_

**PLANNING DIRECTOR'S STATEMENT**

The Sierra County Planning Director has reviewed and found the proposed Boundary Line Adjustment, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinances. All conditions of approval have been satisfactorily complied with.

\_\_\_\_\_  
Sierra County Planning Director  
Date: \_\_\_\_\_

**COUNTY SURVEYOR'S STATEMENT**

The Sierra County Surveyor has reviewed and found the proposed Boundary Line Adjustment, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinance.

\_\_\_\_\_  
Sierra County Surveyor  
Date: \_\_\_\_\_

*Written Findings (ref. SCC §23.04.003[a] – [d]):*

\_\_\_\_\_ Acknowledgement: Each of the parcels resulting from the Lot Line Adjustment conforms to applicable zoning and building codes, except in the case of a recorded legal lot which is of less area than required by the Sierra County Zoning Code, said

adjustment may be approved so long as any reduction in lot size is not more than ten percent (10%) of the existing lot area.

- \_\_\_\_\_ Acknowledgement: The Lot Line Adjustment will not result in any development inconsistent with zoning ordinances or building codes.
- \_\_\_\_\_ Acknowledgement: In approving a Lot Line Adjustment, the Planning Department shall have the authority to impose conditions as may be reasonably necessary to assure compliance with zoning and building codes; to facilitate relation of existing utilities, infrastructure or easements.
- \_\_\_\_\_ Acknowledgement: If any of the above findings cannot be made in the affirmative, alternatively (and instead of an Administrative Hearing), the Planning Department shall schedule the Lot Line Adjustment for action by the Planning Commission.

**Please note:** Pursuant to Sierra County Code Section 23.04.006, following conditional approval at an Administrative Hearing (or Planning Commission, if applicable), a Lot Line Adjustment shall be effected by the recordation of a deed (concurrent with other associated deeds and record of survey, if any) recorded with the County Recorder within 180 days of approval.

A record of survey may only be required if necessitated by Business and Professions Code §8762.

Any conditions of approval imposed on the project by the Administrative Hearing Officer (or Planning Commission) shall be satisfied prior to recordation, **and are the responsibility of the applicant.**

The Lot Line Adjustment will be deemed finally approved and “completed” only upon recordation of the County-approved deed/s (and associated documents), to be coordinated by the County Surveyor following the Planning Director’s certification that all conditions have been satisfied. If all conditions are not satisfied and the deed is not recorded within 180 days, the approval will expire and be null and void. Upon written request by the applicant, the Planning Director may grant an additional extension not to exceed 180 days.